

PART 2030 - COMMUNICATIONS

Subpart C - Written Communications--National Office

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PART 2030 - COMMUNICATIONS

SUBPART C - Written Communications--National Office

§ 2030.101 Purpose.

National Office employees will be guided by this subpart and its exhibits in conducting official business by correspondence.

§ 2030.102 Authorities and responsibilities.

The Department of Agriculture (USDA) subscribes to the standards in the U. S. Government Correspondence Manual (USCM). The Department issued DR 3060-1, "USDA Correspondence Management Regulation" (see Exhibit K of this subpart) to be used as a basic guide in preparing USDA correspondence. Rural Development also established certain requirements to meet internal needs as reflected in this subpart. Refer to the Rural Development Correspondence Manual for ready reference in the preparation of written communications and related matters.

§ 2030.103 Routing, signature authority, and clearing correspondence.

(a) Routing.

(1) All outgoing correspondence which is beyond the authority of the Division/Staff Director to sign will be routed to their applicable Assistant Administrator or Assistant Deputy Administrator; the Deputy Administrator for the staffs reporting to them; and the Associate Administrator for the staffs reporting to the Administrator's office.

(2) Officials will use judgement in routing correspondence of an unusual nature to the Administrator or Associate Administrator.

(3) Electronic mail (EM) requires the same signature as regular mail.

(4) The name and title of the signing official will be typed on all letters prepared. When an official other than the

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signing official signs a letter, the word "for" will be written before the typed name of the signing official.
(See example below.)

[See manual for actual example]

Richard R. Roe
Director
Emergency Loan Division

(b) Signature authority. Correspondence will be signed by National Office officials who have delegated signature authority. (Revised 11-19-97, PN 282.)

(c) Clearance. Outgoing letters will be cleared with officials primarily concerned with the subject matter. Letters recommending changes in or establishing policy will be cleared through the Assistant or Assistant Deputy and Deputy Administrators. The Regulations and Paperwork Management Branch (RPMB), Support Services Division (SSD), will review the letter after staff office clearances, but before the Office of the General Counsel (OGC) clearance (if necessary) and signature by the Administrator or other official with delegated authority.

(1) Only those offices having a substantial interest in the subject of the correspondence shall be requested to concur.

(2) It is sufficient to send informational copies of the completed correspondence to those officials concerned with the subject matter. (Revised 07-12-00, PN 321.)

(3) Use Form RD 2006-6, "Clearance and Routing of Rural Development Issuance," for routing letters addressed to all State Directors, National Office Officials, all Rural Development employees, all National Office employees, or all field office employees. See Exhibit B of this subpart for preparation and processing of unnumbered letters. (Revised 07-12-00, PN 321.)

(4) Use Form RD 2006-6 for correspondence requiring clearance or signature in another office.

(5) Stamp "Official Agency File Copy" on the bottom of each page of a white copy which is the Agency's official record copy for all correspondence prepared in this Agency. The originating office will place the concurrence stamp on the bottom of the last page of the official Agency file copy. Concurring officials, except Division/Staff Directors, will write in

§2030.103 (c)(5) (Con.)

their Unit, then initial and date on this copy. The Division/Staff Director will initial and date Form RD 2006-6 and send to the next clearance official.

Unit	Initial & Date	Unit	Initial & Date

(6) The salmon tissue copy is the Department's official record copy of letters prepared for signature in the Secretary's Office. Only the Administrator or Acting Administrator will approve Secretarial letters by signing and dating in ink the last page of the salmon copy. The signature should appear over the block-stamped or typewritten name of the Administrator or Acting Administrator. Other FmHA clearance officials will initial and date Form RD 2006-6 only.

§2030.104 Correspondence controlled by FmHA.

All Congressional letters addressed to officials within FmHA and any Congressional letter initiated by FmHA should be sent to Executive Secretarial Staff (ESS) for assignment of a control number and logging into the Document Management System (DMS).

§2030.105 Correspondence controlled by the Department.

(a) The Executive Correspondence and Records (EC&R) assigns a control number for correspondence such as White House (Presidential) mail, Congressional mail, and special public mail (public mail defined as that from governors and other State and local government officials; officials of major businesses, trade and farm organizations; unions; and other private citizens). These letters are usually prepared for the signature of a departmental official.

(b) The ESS assigns a priority control number to Congressionals and certain letters from the general public. These letters are usually signed by the Secretary.

§2030.106 Types of communication.(a) Letters.

(1) Informal. The informal letter format will be used for most day-to-day correspondence in the transaction of routine business within the Department and with other Federal agencies. Refer to the FmHA Correspondence Manual for guidance in preparing informal letters.

(2) Formal. The formal letter format will be used for other than routine work or business transactions, when it is believed that the addressee might expect, or should receive, a more formal or "personalized" letter. Refer to the FmHA Correspondence Manual for guidance in preparing formal letters.

(b) Facsimile transmission. This equipment will transmit an exact copy of the written word or other image on a page at the other end of the telephone line. This service should be used when the information to be transmitted requires immediate receipt in a distant city. It may be used in lieu of express next-day mail when the document is of minimal length. (See the FmHA Telephone Directory for facsimile equipment phone numbers.) All correspondence sent by facsimile transmission requires the same clearance procedures and signature authority as hard copy correspondence. All information to be transmitted by facsimile must be accompanied by Form RD 2030-8, "Facsimile Transmission," or Optional Form 99, "Fax Transmittal." All facsimiles must be legible and all staples must be removed prior to being sent to the General Services Staff (GSS) for transmission.

(1) When faxing information that contains the name of a borrower or other sensitive information, the recipient of the facsimile should be notified when the fax is being sent and asked to stand by for receipt. This will minimize the risk of nonessential disclosure of sensitive information.

(2) Transmission and Receipt logs will be maintained for each facsimile machine. At a minimum, the log shall contain at least the date of transmission or receipt, the "to" and "from" address, the number of pages in the transmission, the time of day the transmission was sent or received and the initials of the person who sent or received the transmission. These logs may be destroyed after six months.

(3) Thermal paper is sensitive to heat and light, and the image on this paper may begin to deteriorate in a few months. Therefore, facsimile transmissions, such as advance copies of material for approval, comments, actions, recommendations or follow-ups which are considered to be official records should be reproduced on plain paper immediately after receipt.

(4) Facsimile machine usage is restricted to "Official Government Business." The use of facsimile equipment for personal use is strictly prohibited.

(c) Electronic mail. Electronic mail is a service that provides for the electronic transfer of information data, correspondence, and messages between individuals and/or organizations.

§2030.106 (c) (Con.)

(1) Formal correspondence statements of policy, and the implementation or changes of directives or instruction that are transmitted by EM require the same clearance procedures and signature authority as hard copy correspondence. No Agency official is authorized to sign and send, by EM, any formal correspondence which either exceeds the authority of the signer or which would be in conflict with any existing Agency policy or procedure.

(2) Electronic mail may be used by FmHA employees for the informal exchange of business-related information that might otherwise occur via telephone or note.

(3) Electronic mail is restricted to "Official Government Business."

§2030.107 Informal methods and forms for expediting correspondence.

(a) Transmittal letters. A letter of transmittal need not be written unless it adds to that which is being transmitted. Appropriate mailing notations such as the date and to whom the material was sent may be made on the file copy(ies) of the material which was transmitted. In some cases, Optional Form 41, "Routing and Transmittal Slip," may be used instead of a transmittal letter. (Revised 01-12-94, PN 217.)

(b) Form AD-311, "Speed-Memo." This is a three-part snapout form which may be used for informal correspondence between offices.

(c) Form RD 2033-5, "Request for Future Delivery of File(s) and/or Establishing a Follow-up." This form may be used to request the Central File Unit (CFU) to send a specific file on a future date.

(d) Form RD 142-1, "Correspondence Referral." This form may be used to refer letters to other agencies for reply (see Exhibit D of this subpart). Such letters, EXCEPT Congressionals, may or may not be acknowledged before referral, depending on the nature of the correspondence.

(e) Form RD 2006-6, "Clearance and Routing of FmHA Issuance." This form must be used for unnumbered letters and Administrative Notices requiring clearance from the Regulations Analysis and Control Branch, GSS and the Administrator and for correspondence requiring clearance or signature in another office. This form should be stapled to the "Official Agency File Copy" prior to sending the document to the CFU.

§2030.108 Legislative reports.

The Office of Management and Budget defines a legislative report as "any written expression of official views on pending bills or resolutions prepared by an agency for transmittal to any committee member or officer of Congress." Reports are usually requested by Congressional committees or by individual members of Congress. They may also be initiated by an agency on any legislative matter or a proposed bill. See Exhibit F of this subpart for procedures and guides in developing legislative reports and requests for drafting services.

§2030.109 Statement of action on General Accounting Office (GAO) reports.

This report is a USDA statement of action taken on the recommendation of the GAO. The statement is prepared by the Agency and is routed for clearance and signature by Form AD-114, "Executive Correspondence Jacket." (See Exhibit G of this subpart for instructions on preparing this report.)

§2030.110 Preparation of envelopes and labels.

The following format (see Exhibit H of this subpart) will be used in preparing envelopes:

- (a) Use all capital letters.
- (b) No punctuation.
- (c) Abbreviate street suffixes. (See Exhibit I of this subpart.)
- (d) Abbreviate states and territories. (See Exhibit J of this subpart.)
- (e) Use Zip + 4, when available.

All envelopes prepared in FmHA must reflect this format. This format will reduce postal costs for all Government agencies.

§2030.111 Types of envelopes and mailing labels.

Provide envelopes large enough to adequately contain all enclosures. However, to keep postage costs at a minimum, use the smallest envelope possible to accommodate the enclosure.

(a) Bulk mail envelopes. These envelopes are prepared by the Departmental Mail Unit, room 0421, to transmit mail to each State Office and Finance Office. Therefore, individual envelopes will not be prepared for these offices except "FOR OFFICIAL USE ONLY" correspondence as prescribed in §2030.113 of this subpart.
(Revised 01-12-94, PN 217.)

(b) Window envelopes. These envelopes will be used, when applicable, to eliminate one typing operation and the possibility of transcription

errors. They also eliminate the time-consuming process of matching letters to envelopes.

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(Revision 2)

§2030.111 (Con.)

(c) Envelopes without the Postage and Fees Paid Indicia (Metered Mail System). The National Office is using the metered mail system. The postage for all outgoing mail will be applied by the Departmental Mail Unit with the exception of Secretarial letters. (Revised 01-12-94, PN 217.)

(d) Standard Form 65-B, "U.S. Government Messenger Envelope." Messenger envelopes must now be used for all mail addressed to FmHA offices and other USDA agencies within the Department's D.C. complex. To assure proper delivery, the Agency/Unit, addressee's name, Ag Box number (See Exhibit C) and building must be shown on the messenger envelope. (Revised 01-12-94, PN 217.)

(e) Certified mail services. When certified mail service is required, the sender is responsible for filling out the necessary forms. On PS Form 3811, "Domestic Return Receipts," item 3, should contain the receiver's address, item 4 should contain the article number (which is the number on the PS Form 3800, "Certified Mail Receipt"), and the type of service requested as certified. Also, fill out the return address on the reverse side of PS Form 3811. The PS Form 3800 only needs the receiver's address to be completed. Paper clip or fasten both forms to the package and send to the Departmental Mail Unit for shipping. (Revised 01-12-94, PN 217.)

(f) Non-standard mail. First Class mail will be non-standard if any of the following size limitations are exceeded and the WEIGHT is one ounce or less:

- (1) Length exceeds 11 1/2 inches, or
- (2) Height exceeds 6 1/8 inches, or
- (3) Thickness exceeds 1/4 inch, or
- (4) The length divided by the height is equal to less than 1.3 or more than 2.5.

Example: Placing one or two pieces of paper
flat in a 9" x 12" envelope

A \$.10 surcharge will be levied against First Class mail weighing one ounce or less and not meeting the above-size limitations. In order to avoid the penalty surcharge, fold all material that permits folding and use the smallest size envelope to adequately accommodate the enclosure. This is especially applicable to travel vouchers being mailed to the National Finance Center, New Orleans, Louisiana.

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§2030.111 (f)(4) (Con.)

(i) All FmHA mail must be processed through the Departmental Mail Unit. (Revised 01-12-94, PN 217.)

(ii) If, after the last messenger pickup, you have mail that should be sent that day, it must be hand-carried to Room 0421, the Departmental Mail Unit by 4:00 p.m. The reason for this deadline is that the postage meter is shut down at 4:30 p.m. and daily readings of the meter are taken. (Revised 01-12-94, PN 217.)

§2030.112 Mail pick-up messenger service.

(a) National Office. Place all outgoing letters in the "OUT" box as early as possible each day. Each office is responsible for hand-carrying to the next office important "deadline"-type correspondence, including all correspondence assigned a control number by EC&R. Special messenger service is not available for this purpose. Scheduled messenger mail pickup trips (time for leaving Departmental Mail Unit) are:

9:00 a.m.	2:40 p.m.
11:00 a.m.	4:00 p.m. (Administrator's Office only)

(b) Park Center. This service is from the Departmental Mail Unit to NAS and Planning and Analysis Staff. If special pickup or delivery is required, arrangements should be made with the Departmental Mail Unit. (Revised 01-12-94, PN 217.)

§ 2030.112 (Con.)

(c) School Street. Do not address any USPS mail to the Equal Opportunity Staff (EOS), Human Resources (HR), or Procurement Management Staff (PMS) at 501 School Street SW., Washington, D.C. The following address should be used as an example:
(Revised 01-12-94, PN 217.)

JOHN DOE
EQUAL OPPORTUNITY STAFF
Rural Development/USDA
AG BOX 0703
WASHINGTON DC 20250-0703

(1) The Departmental Mail Unit will sort mail for School Street and have it delivered.

(2) Mail will be delivered twice a day to School Street. There will be one drop and collection point for floors one and three and two drops and collection points on floor two. Mail will be collected from School Street and returned to the Departmental Mail Unit twice a day.

§ 2030.113 "FOR OFFICIAL USE ONLY" correspondence.

The term "FOR OFFICIAL USE ONLY" will be used in identifying nondefense classified material which requires limited access handling or restricted processing. No other term will be used.

(a) "FOR OFFICIAL USE ONLY" will be placed two lines above the subject of an informal letter, or two lines above the inside address of a formal letter, flush with the left margin.

(b) Material designated "FOR OFFICIAL USE ONLY" should be placed in a plain envelope and identified as such when sent by bulk mail. If the envelope is to be opened only by the one to whom it is addressed, "FOR OFFICIAL USE ONLY--TO BE OPENED BY ADDRESSEE ONLY" will be shown on the envelope.

§ 2030.114 Federal Express. (Added 01-12-94, PN 217.)

(a) All Federal Express letters and packages should be placed in envelopes or boxes before they are sent to the Supply Unit for processing. Write the sender's name and room number, the recipient's address (including the room, suite, or apartment number) on the package, or the state abbreviation for a State Office. Federal Express will not deliver to a Post Office box.

RD Instruction 2030-C
§ 2030.114 (Con.)

(b) When time is of the essence, hand carry Federal Express items to room 0375-A. All packages must be received in the Supply Unit no later than 3:00 p.m. Packages received after 3:00 p.m. are not guaranteed to be processed on the date they are received.
(Revised 06-29-94, PN 227.)

(c) Federal Express airbills are prepared in the Supply Unit.

(d) Overnight service will not be used on Fridays or the day before a holiday unless a record is maintained of why the package needed to be sent via overnight services and the record shows the name and telephone number of the person who will accept the package at the delivery address on a Saturday, Sunday, or holiday.
(Added 05-17-95, PN 245.)

§ 2030.115 Personal correspondence. (Renumbered 01-12-94, PN 217.)

This subpart does not restrict in any way the right of an employee to correspond with any person or public official with respect to matters of concern to the employee as a private citizen. All employees, however, are advised to acquaint themselves fully with the provisions of RD Instruction 2045-CC.

§§ 2030.116 - 2030.150 [Reserved]

Attachments: Exhibits A [Reserved], B, C, D, E [Reserved], F, G, H, I, J, and K.

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UNNUMBERED LETTERS

SUBJECT: Preparation and Processing

TO:

ATTENTION:

Unnumbered letters are written communications in the memorandum format addressed to all State Directors, National Office Officials, all Rural Development employees, all National Office employees, or all field office employees. Unnumbered letters will be used to provide general information and not to establish, change, or modify authorized directives.

1. Requirements.

- a. Sufficient time must be allowed for the necessary clearances, final signature, date-stamping, issuance, and timely arrival.
- b. Attachments must be indicated in the body of the letter and below the signature block.
- c. Unnumbered letters must be sent by electronic mail (except letters with attachments that are not on the computer) to State/Area/Local Offices and National Office Officials.
- d. Provide unnumbered letters to the Regulations and Paperwork Management Branch (RPMB) on a disk so that they can be posted on the Internet. Notify RPMB if the unnumbered letter contains sensitive information and should not be posted on the Internet.

2. Preparation.

- a. An "ATTENTION" line should be placed below the "TO" line on all unnumbered letters requiring action or attention by State Office employee(s) other than the State Director. Attention lines help State Office personnel to quickly route letters to the intended recipient(s).

EXPIRATION DATE: April 30, 2000

FILING INSTRUCTIONS:
Administrative/Other
Programs

(07-12-00) PN 321

- b. Place the "EXPIRATION DATE" at the bottom left corner of the first page. The expiration date is the responsibility of the originator and may be any period up to a year from the date of the letter.
 - c. Place "FILING INSTRUCTIONS" at the bottom right corner of the first page. The originator is responsible for designating one of the following three broad program areas as the filing instructions :
Housing Programs, Community/Business Programs, and
Administrative/Other Programs.
- 3. Clearance and Signature Authority.
 - a. The originating office is responsible for obtaining the necessary clearances. Place Form RD 2006-6, "Clearance and Routing of Rural Development Issuance," on top of the original, fill in the applicable clearance officials on the form and forward the document to the first clearance official. If the final is changed during clearance by a clearing official, the official agency file copy of the original containing the page change should be stapled to the corrected official agency file copy. The legend should be updated to reflect the name of the official requiring the revision.
 - b. RPMB will review the letter after staff office clearances, but before the Office of the General Counsel (OGC) clearance (if necessary) and signature by the Administrator or other official with delegated authority.
- 4. Distribution of Unnumbered Letters.
 - a. After the unnumbered letter is signed, it will be returned to RPMB for a final check and given to the originating office to send electronically if appropriate. After electronic transmission, the originating office will return the unnumbered letter (both hard copy and disk) to RPMB.
 - b. Unnumbered letters transmitted electronically will not be reproduced except for the required file copies.

c. Unnumbered letters not transmitted electronically will be duplicated and distributed by RPMB.

d. When special attachments such as preprinted pamphlets, diskettes, etc. are prepared, RPMB will return the letter to the division/staff for assembly.

5. Filing.

After distribution, the original letter, with any extra copies will be returned to the originating office and retained for no longer than 1 year. Future requests for extra copies of an unnumbered letter should be referred to the originating office.

JAMES L. DOE
Administrator

Attachments (if appropriate)

(See the Rural Development Correspondence Manual for the appropriate Electronic Mail statement.)

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c. Place "FILING INSTRUCTIONS" at the bottom right corner of the first page. The originator is responsible for designating one of the following four broad program areas as the filing instructions: Farmer Programs; Housing Programs; Community/Business Programs; and Administrative/other programs.

3. Clearance and Signature Authority.

a. The originating office is responsible for obtaining the necessary clearances. Place Form RD 2006-6, "Clearance and Routing of FmHA Issuance," on top of the original, fill in the applicable clearance officials on the form and forward the document to the first clearance official. If the final is changed during clearance by a clearing official, the official agency file copy of the original containing the page change should be stapled to the corrected official agency file copy. The legend should be updated to reflect the name of the official requiring the revision.

b. The Regulations Analysis and Control Branch (RACB), General Services Staff (GSS), will review the letter after staff office clearances, but before the Office of the General Counsel (OGC) clearance (if necessary) and signature by the Administrator or other official of delegated authority.

c. After the unnumbered letter is signed, the Administrator's office will return the letter to RACB to be recorded and prepared for reproduction and/or distribution.

4. Electronic Mail Transmission.

a. The General Services Branch (GSB), GSS, will call the originating office to tell them the date and signee of the document. (Revised 08-11-93, PN 210.)

b. After this information is entered on the letter, the letter will be transmitted to the fmha.admin mailbox.

5. Printing and Distribution of Unnumbered Letters.

a. Unnumbered letters transmitted electronically will not be reproduced except for the required file copies.

b. Unnumbered letters not transmitted electronically to National Office Officials and/or State Directors will be duplicated and distributed by RACB. Letters addressed to State Directors, District Directors and County Supervisors will be reproduced and distributed by the Finance Office.

c. When special attachments such as preprinted pamphlets, diskettes, etc. are prepared, RACB will return the letter to the division/staff for assembly.

6. Filing.

After distribution, the original letter, with any extra copies will be returned to the originating office and retained for no longer than one year. Future requests for extra copies of an unnumbered letter should be referred to the originating office.

JAMES L. DOE
Administrator

Attachments (if appropriate)

(See the FmHA Correspondence Manual for the appropriate Electronic Mail statement.)

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FmHA AG BOX CODE

Ag Box Codes replace the use of room numbers on internal and external envelopes. The first 2 digits of the code identifies the Agency and the last 2 digits identifies the organizational unit within the Agency. The Ag Box Codes also represent the ZIP + 4 codes.

ROOM	OFFICE/DIVISION	AG BOX CODE
0373	Mail Staging Area	0700
5014	Administrator	0701
5022	Executive Asst to the Administrator	0702
SchSt 2nd Fl	Equal Opportunity Staff	0703
2905	Large Loan Servicing Group	0704
5037	Legislative Affairs & Public Information Staff	0705
5406	Executive Secretariat Staff	0706
5410	Planning & Analysis Staff	0707
1030 PC	Planning & Evaluation Branch	0708
1020 PC	National Appeals Staff	0709
5007	Deputy Admin. for Management	0720
5040	Asst. Admin. for Budget, Finance & Mgmt.	0721
6900	Budget Division	0722
6867	Travel Unit	0723
6446	Financial & Management Analysis Division	0724
6430	Management Analysis Branch	0725
SchSt 3rd Fl	Assistant Administrator for Human Resources	0730
SchSt 1st Fl	Employee Relations Branch	0731
SchSt 1st FL	Human Resources Development & Training Staff	0732
5031	Assistant Administrator for Pro. & Admin. Sup.	0740
SchSt 2nd Fl	Procurement Management Staff	0741
6347	General Services Staff	0742
6348	Regulations Analysis & Control Branch	0743
6864	General Services Branch	0744
0375A	Supply Unit	0745
0361	Space Unit	0746
0361	Central File Unit	0747
5031	Asst. Administrator for Information Sys. Mgmt.	0750
5324	Management Support Staff	0751
Rosslyn	Information Resources Management Division	0752
6404	Applications Management Division	0753
Rosslyn	Applications Mgmt. Div./DSQAB & ASDB	0754
6409	Information Systems Management	0755

ROOM	OFFICE/DIVISION	AG BOX CODE
5024	Deputy Admin. for Program Operations	0760
6309	Program Support Staff	0761
4923	Special Programs	0762
5019	Asst. Admin. for Farmer Programs	0770
1100 PC	Emergency Designation Staff	0771
4919	Program Development Staff	0772
5438	Loan Making Division	0773
5449	Loan Servicing & Property Mgmt. Division	0774
5013	Asst. Admin. Housing	0780
5337	Multi-Family Housing Processing Division	0781
5321	Multi-Family Housing Serv. & Prop. Mgmt. Div.	0782
5334	Single Family Housing Processing Division	0783
5307	Single Family Housing Serv. & Prop. Mgmt. Div.	0784

RDA AG BOX CODE

ROOM	OFFICE/DIVISION	AG BOX CODE
0421	Mail Staging Area	3200
5045	Administrator	3201
5405	Strategy Development Staff	3202
	Personnel Liaison for FmHA and RDA	
5050	Asst. Admin. for Financial Programs	3220
6321	Business & Industry Division	3221
6304	Community Facilities Division	3222
6322	Water & Waste Division	3223

Exhibit D not automated see manual

LEGISLATIVE REPORTS

I LEGISLATIVE REQUEST FOR A REPORT:

A When the Department receives a request from Congress for a legislative report (letter), the incoming letter is routed by the Office of Congressional Relations (OCR) to the Legislative, Regulatory and Automated Systems Division (LRAS), Office of Budget and Program Analysis. The LRAS then sends the incoming letter to the legislative control office of the appropriate agency with a Yellow Jacket. The Legislative Affairs and Public Information Staff (LAPIS) is the control office for all legislative requests handled by the Farmers Home Administration (FmHA).

1 Upon receipt from LRAS, these requests are logged by LAPIS and hand-carried to the responsible Assistant Administrator.

2 After the letter is prepared by the originating office in draft form, it will be hand-carried to the LAPIS Director for review before final typing. The LAPIS is responsible for obtaining clearances by all FmHA officials. After the letter is signed on the salmon copy by the Administrator, it is hand-carried to the Office of the General Counsel (OGC) for policy clearance.

B Time Limit for Reply. Legislative reports should be answered within the deadline date appearing on the Yellow Jacket or, in the absence of a deadline date, within 7 calendar days.

C Preparation Guides for Writing Legislative Reports. In the development of legislative reports, the following paragraph content outline, as prescribed in Title 6 of USDA Administrative Regulations, should be followed in the order listed (see Attachment 1 to this exhibit for a sample legislative report requested by Congress).

1 FIRST PARAGRAPH. Acknowledge request for report.

2 SECOND PARAGRAPH. State specific position of the Department with respect to enactment of the bill as follows:

a Favor: "The Department of Agriculture recommends that the bill be enacted."

b Oppose: "The Department of Agriculture does not recommend enactment of this bill."

(In no case will the word "oppose" be used in disapproving a bill.)

c Favor with Amendments: "The Department of Agriculture recommends that the bill be enacted if amended to ..." (Describe the nature and purpose of the proposed amendment(s) and then attach the specific language to the report.)

d No Objection: "The Department of Agriculture has no objection to the enactment of this bill."

e Defer to Other Department: "The Department of Agriculture defers to _____ since _____. " (Give reason for deferring, such as "this bill does not directly affect the operations of the Department.")

3 SUBSEQUENT PARAGRAPHS. Provide a concise statement of the purpose and the principal provisions of the bill; references to previous reports and bills, if applicable; statement of probable effects the bill would have if enacted; financial aspects; environmental effect and Civil Rights consideration, when applicable, etc.

4 FINAL PARAGRAPH. One of the following standard Office of Management and Budget (OMB) advice paragraphs should be used, as appropriate:

a No Objection. "The Office of Management and Budget advises that there is no objection to the presentation of this report (in the case of proposals initiated by the Department, say "proposed legislation" instead of "report") from the standpoint of the Administration's program."

b Consistent With: "The Office of Management and Budget advises that there is no objection to the presentation of this report and that enactment of this legislation (or proposed legislation if initiated by the Department) would be consistent with the Administration's objectives."

c In Accord: "The Office of Management and Budget advises that there is no objection to the presentation of this report and that enactment of (bill number or this proposed legislation) would be in accord with the President's program."

II LEGISLATION PROPOSED BY THE DEPARTMENT:

A When a proposed bill is initiated in FmHA, a letter of transmittal to the Speaker of the House of Representatives will be

prepared. This letter will follow the same format as prescribed in paragraph I C of this exhibit EXCEPT the opening paragraph will describe the proposed bill. (See Attachment 2 to this exhibit for sample letter.)

B After preparation and clearance by the originating office only, the transmittal letter and attachment(s) will be hand-carried to LAPIS for further processing.

C When the proposed legislation has been cleared by the Department and OMB, a second letter of transmittal (with attachments), identical to the one for the Speaker of the House of Representatives, will be prepared for the President of the Senate.

III REPORT ON ENROLLED BILL:

After a bill has been passed by Congress and is ready for Presidential action, it is referred to as an "enrolled bill."

A The OMB requests the comments and recommendations of the interested departments and agencies. The report (letter) to OMB should closely follow the comments made in the original legislative report on the proposed bill, with a recommendation for approval or disapproval included as the second paragraph of the report.

B When a veto is recommended, the report must be accompanied by a draft of a veto message. The veto message will be typed double-spaced on plain 8 1/2 x 14 bond paper, directed to the Branch of Congress in which the measure originated.

C Reports on enrolled bills are prepared within 24 hours and will be hand-carried to LAPIS upon preparation and clearance by the originating office. Division and Staff offices should anticipate ahead of time the passage of bills moving in Congress and draft an enrolled bill report before the bill is actually passed. (See Attachment 3 to this exhibit for sample letter.)

IV DRAFTING SERVICE:

Occasionally, Congressional Committees or individual members of Congress request our Agency to assist in drafting proposed legislation or provide similar technical services. The LAPIS should be informed of this request and a copy of the request forwarded to them. They in turn will inform L&FR and the Office of the Secretary. If possible, this should be done before the service is rendered. The OGC clearance must be obtained before release of drafts of proposed legislation.

No recommendations or indications of favor or disfavor in regard to such drafts will be made unless Departmental and OMB approval have been secured. An appropriate statement for inclusion as the last item of the transmittal letter for such a draft is: "The enclosed draft bill has been prepared as a drafting service only, and should not be construed as an indication of the position of this Department on the draft legislation." (See Attachment 4 to this exhibit for sample letter.)

oOo

LEGISLATIVE REPORT REQUESTED BY CONGRESS

Honorable E (Kika) de la Garza
Chairman, Committee on
Agriculture
U.S. House of Representatives
Washington, DC 20515

Dear Mr. Chairman:

This is in reply to your request for a report on H.R. 3696, a bill "To amend the eligibility requirements for an emergency loan from the Farmers Home Administration." The bill would make emergency loans available to noncitizens.

The Department of Agriculture recommends that the bill be enacted.

Emergency loans are made to indemnify eligible farmers, ranchers, and oyster planters for losses resulting from disasters. There is no justification for treating aliens legally admitted for permanent residence differently than U.S. citizens with regard to emergency loans.

We are not in a position to accurately estimate the cost of the proposed amendment for the current and next 5 fiscal years, but any cost for making and servicing loans to such applicants will be handled within the existing authorization for each fiscal year. However, based on limited number of inquiries to the Department, the number and amount of emergency loans to noncitizen farmers or ranchers might be about 60 per year for approximately \$10,000 each or a total of \$600,000 annually.

The Office of Management and Budget advises that there is no objection to the presentation of this report from the standpoint of the Administration's program.

Sincerely,

EDWARD MADIGAN
Secretary

(See reverse for required
copies and order of assembly)

(03-11-92) PN 183

REQUIRED COPIES:

Original - Office of the Secretary blue print letterhead bond
2 courtesy copies - Office of the Secretary blue print letterhead tissue
*6 Office of the Secretary blue print letterhead tissues for Office of
Management and Budget (OMB)
1 salmon tissue - EC&R
*1 white tissue - EC&R
1 white tissue - Under Secretary for Small Community and Rural
Development, SEC - Room 219-A
*1 white tissue - Deputy Under Secretary for Small Community and Rural
Development, SEC - Room 219-A
1 white tissue - Central File Unit (CFU), FmHA
*2 white tissues - Central File Unit (CFU), FmHA
1 white tissue - Reader File circulated to the Administrator and staff
*1 white tissue - the applicable Assistant Administrator, FmHA
*2 white tissues - Legislative Affairs and Public Information
Staff (LAPIS), FmHA
*2 white tissues - Budget Division (BU), FmHA
*1 white tissue - Office of the General Counsel (OGC)
*2 white tissues - initiating office

*These copies may be made by copy machine provided the letterhead is
shown on copies for OMB

ASSEMBLY:

Yellow Jacket
Original
Courtesy copies
Enclosure(s) (if any)
Whites - for OMB (with copies of enclosures, if any)
Salmon - EC&R (with copies of enclosure(s), if any, the original incoming
letter and bill)
White - EC&R
White - Under Secretary for Small Community and Rural Development (with
copies of enclosure(s), if any, the incoming letter and bill)
White - Deputy Under Secretary for Small Community and Rural Development
White - Budget Division, FmHA (with copies of enclosure(s), if any, the
incoming letter and bill)
Whites - Central File Unit (CFU), FmHA
White - OGC (with copies of enclosure(s), if any, the incoming letter and
bill)
White - initiating office
Whites - LAPIS (with copies of enclosure(s), if any, the incoming letter
and bill, and for LAPIS only, a copy of the Yellow Jacket)

Insert the following information on these copies :

cc:

OMB (6)

EC&R - (2)

SEC - Under Secretary for Small Community and Rural Development

SEC - Deputy Under Secretary for Small Community and Rural Development

OGC (1)

FmHA Files (3)

AD - LAPIS (2)

BU (2)

(List recipients of copies required by initiating office)

FmHA:B&I:FThompson:afc:382-0000:7-1-90

Rewritten:FmHA:B&I:FThompson:afc:382-0000:7-1-90

(At request of John Doe, OGC:447-0000

ENROLLED ENACTMENT - H.R. 3696 (Yellow Jacket No.)

oOo

REPORT ON LEGISLATION PROPOSED BY THE DEPARTMENT

Honorable Thomas S. Foley
Speaker of the U.S. House
of Representatives
Washington, DC 20515

Dear Mr. Speaker:

Enclosed for the consideration of Congress is a draft bill to amend Title V of the Housing Act of 1949, as amended, to extend veterans' preference for housing loans to veterans of the post-Korean era.

The Department of Agriculture recommends that this draft be enacted. Section 507 of the Housing Act of 1949 directs that preference be given to veterans and to families of deceased servicemen who apply for rural housing loans. The bill would amend Section 507 to include as "veterans" those persons who served in and were discharged on other than dishonorable conditions from the military forces of the United States during the period beginning after January 31, 1955, and ending on August 4, 1964, or during the Vietnam era (as defined in Section 101 (29) of Title 38, United States Code). The term "deceased servicemen" would be expanded to include persons who died in military service during this same period. These changes would extend the preference provisions so as to add the Vietnam era and the post-Korean conflict period to the time intervals already covered by Section 507. This proposed change is consistent with the national policy of recognizing the fairness of according veterans and the families of deceased servicemen special treatment in various ways.

Section 102 (2) (c) of Public Law 91-190 does not apply to this legislation. Therefore, an environmental statement is not enclosed.

An identical letter has been sent to the President of the Senate.

The Office of Management and Budget advises that there is no objection to the presentation of this proposed legislation from the standpoint of the Administration's program.

Sincerely,

EDWARD MADIGAN
Secretary

(See reverse for required
copies and order of assembly)

(03-11-92) PN 183

REQUIRED COPIES:

Original - Office of the Secretary blue print letterhead bond
2 courtesy copies - Office of the Secretary blue print letterhead tissue
*6 Office of the Secretary blue print letterhead tissues for Office of
Management and Budget (OMB)
1 salmon tissue - EC&R
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Development, SEC - Room 219-A
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*2 white tissues - Legislative Affairs and Public Information
Staff (LAPIS), FmHA
*2 white tissues - Budget Division (BU), FmHA
*1 white tissue - Office of the General Counsel (OGC)
*2 white tissues - initiating office

*These copies may be made by copy machine provided the letterhead is
shown on copies for OMB

ASSEMBLY:

Yellow Jacket
Original
Courtesy copies
Enclosure(s) (if any)
Whites - for OMB (with copies of enclosures, if any)
Salmon - EC&R (with copies of enclosure(s), if any, the original incoming
letter and bill)
White - EC&R
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White - Deputy Under Secretary for Small Community and Rural Development
White - Budget Division, FmHA (with copies of enclosure(s), if any, the
incoming letter and bill)
Whites - Central File Unit (CFU), FmHA
White - OGC (with copies of enclosure(s), if any, the incoming letter and
bill)
White - initiating office
Whites - LAPIS (with copies of enclosure(s), if any, the incoming letter
and bill, and for LAPIS only, a copy of the Yellow Jacket)

Insert the following information on these copies :

cc:

OMB (6)

EC&R - (2)

SEC - Under Secretary for Small Community and Rural Development

SEC - Deputy Under Secretary for Small Community and Rural Development

OGC (1)

FmHA Files (3)

AD - LAPIS (2)

BU (2)

(List recipients of copies required by initiating office)

FmHA:B&I:FThompson:afc:382-0000:7-1-90

Rewritten:FmHA:B&I:FThompson:afc:382-0000:7-1-90

(At request of John Doe, OGC:447-0000

ENROLLED ENACTMENT - H.R. 3696 (Yellow Jacket No.)

oOo

REPORT ON ENROLLED BILL

Honorable Richard G. Darman
Director, Office of
Management and Budget
Washington, DC 20503

Dear Mr. Darman:

In reply to the request of your office, the following report is submitted on the enrolled enactment of S. 3062, "The Disaster Relief Act of 1974."

This bill enlarges upon existing disaster laws, providing greater opportunity for coordination of effort between Federal agencies and with the individual States suffering disasters.

The Department of Agriculture recommends that the President approve the bill.

Agencies of the Department specifically affected by the bill include Agricultural Stabilization and Conservation Service, Forest Service, Farmers Home Administration, Food and Nutrition Service, and Rural Electrification Administration.

In most aspects the agencies are left in the same relative position as under previous law. For example, the emergency loan program of Farmers Home Administration authorized under the Consolidated Farm and Rural Development Act, as amended by P.L. 93-237, continues in effect. The Secretary would retain designation authority for disasters not of Presidential major disaster scope.

Sincerely,

EDWARD MADIGAN
Secretary

(See reverse for required
copies and order of assembly)

REQUIRED COPIES:

Original - Office of the Secretary blue print letterhead bond
2 courtesy copies - Office of the Secretary blue print letterhead tissue
1 salmon tissue - Executive Correspondence & Records (EC&R)
*1 white tissue - EC&R
1 white tissue - Under Secretary for Small Community and Rural
Development, SEC - Room 219-A
*1 white tissue - Deputy Under Secretary for Small Community and Rural
Development, SEC - Room 219-A
1 white tissue - Central File Unit (CFU), FmHA
*2 white tissues - Central File Unit (CFU), FmHA
1 white tissue - Reader File circulated to the Administrator and staff
*1 white tissue - the applicable Assistant Administrator, FmHA
*2 white tissues - Legislative Affairs and Public Information
Staff (LAPIS), FmHA
*2 white tissues - Budget Division (BU), FmHA
*1 white tissue - Office of the General Counsel (OGC)
*2 white tissues - initiating office

*These copies may be made by copy machine.

ASSEMBLY:

Yellow Jacket
Original
Courtesy copies
Enclosure(s) (if any)
Salmon - EC&R (with copies of enclosure(s), if any, the original incoming
letter and bill)
White - EC&R
White - Under Secretary for Small Community and Rural Development (with
copies of enclosure(s), if any, the incoming letter and bill)
White - Deputy Under Secretary for Small Community and Rural Development
White - Budget Division (with copies of enclosure(s), if any the incoming
letter and bill)
Whites - Central File Unit (CFU), FmHA
White - OGC (with copies of enclosure(s), if any, the incoming letter and
bill)
White - initiating office
Whites - LAPIS (with copies of enclosure(s), if any, the incoming letter
and bill, and for LAPIS only, a copy of the Yellow Jacket)

INSERT THE FOLLOWING INFORMATION ON THESE COPIES :

cc:

EC&R - (2)

SEC - Under Secretary for Small Community and Rural Development

SEC - Deputy Under Secretary for Small Community and Rural Development

OGC (1)

FmHA Files (3)

AD - LAPIS (2)

BU (2)

(List recipients of white copies required by initiating office)

FmHA:B&I:FThompson:afc:382-0000:7-1-90

Rewritten:FmHA:B&I:Fthompson:afc:382-0000:7-1-90

(At request of John Doe, OGC:447-0000)

ENROLLED ENACTMENT - S. 3062 (Yellow Jacket No.)

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DRAFTING SERVICE PROVIDED BY FmHA

Honorable Strom Thurmond
United States Senate
Washington, DC 20510

Dear Senator Thurmond:

Pursuant to the request from a member of your staff, we have drafted the enclosed bill. The bill would amend the Consolidated Farm and Rural Development Act to allow the making of loans for community facilities to borrowers located in nonrural areas provided the facilities will primarily serve rural residents.

The enclosed draft bill has been prepared as a drafting service only, and should not be construed as an indication of the position of this Department on the draft legislation. (Required copies same as for cover letter. No initials required on bill).

Sincerely,

JOHN P. HEAD
Administrator

Enclosure(s)

(See reverse for required
copies and order of assembly)

REQUIRED COPIES:

- Original - FmHA letterhead bond
- 2 courtesy copies - FmHA letterhead tissue
- *4 FmHA letterhead tissue - Legislative, Regulatory and Automated Systems Division (LRAS), OBPA
 - 1 white tissue - Central File Unit (CFU), FmHA
- *2 white tissues - Central File Unit (CFU), FmHA
 - 1 white tissue - Reader File circulated to the Administrator and Staff
- *1 white tissue - Office of the General Counsel (OGC)
- *1 white tissue - applicable Assistant Administrator
- *2 white tissues - Legislative Affairs and Public Information Staff (LAPIS)
- *2 white tissues - initiating office

*These copies may be made by copy machine.

ASSEMBLY:

Original letterhead
Courtesy letterhead tissues
Enclosures
Envelope

- 4 letterhead tissues (w/copies of enclosure and incoming letter) - LRAS, OBPA
- White - Central File Unit (CFU), FmHA (with copies of enclosure). Staple incoming letter, if any, beneath this copy.
- Whites - Central File Unit (CFU), FmHA
- White - initiating office
- White - OGC (with copies of enclosure and incoming letter)
- White - LAPIS (with copies of enclosure)

INSERT THE FOLLOWING INFORMATION ON THESE COPIES:

cc:
OBPA - LRAS (4)
OGC
LAPIS
(List recipients of copies required by initiating office)

B&I:TWJones:asg:447-0000:7-1-90

(When request for drafting service is made by telephone, show on the file copies the date of the call, the name of the requester, and the name of the individual to whom the request was made.)

A BILL

To amend Title V of the Housing Act of 1949 to permit rural housing site loans to be made to all type applicants and to permit the sale of the developed sites without regard to eligibility for Farmers Home Administration programs.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that Section 524(a) of the Housing Act of 1949 is amended to read as follows:

"(a) The Secretary may make loans, on such terms and conditions and in such amounts as he/she deems necessary, to any individual, corporation, partnership or other private or public organization for the acquisition and development of land as building sites to be subdivided and sold to families, nonprofit organizations, public agencies, and cooperatives for use as sites on which residential structures will be built. Such a loan shall bear interest at a rate prescribed by the Secretary taking into consideration a rate determined annually by the Secretary of the Treasury as the current average market yield on outstanding marketable obligations of the United States with remaining periods to maturity comparable to the average maturities of such loans, adjusted to the nearest one-eighth of 1 per centum, and shall be repaid within a period not to exceed two years from the making of the loan or within such additional period as may be authorized by the Secretary in any case as being necessary to carry out the purposes of this section."

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INSTRUCTIONS FOR PREPARING AND PROCESSING
STATEMENTS OF ACTION ON
GENERAL ACCOUNTING OFFICE (GAO) REPORTS

FORMAT

Preparation

Prepare the statement of action (SOA) on plain white bond paper (8 1/2" x 11"). In addition, prepare a salmon copy for Departmental clearances.

Examples of an SOA and salmon copy are attached.

Heading

Title the paper using the subject of the Office of Inspector General (OIG) transmittal letter (ALL CAPITAL LETTERS). Be sure to include the GAO report number.

General Comments

Include comments of a general nature, if applicable, which are not specifically relevant to the recommendations. If no general comments are given, omit the "General Comments" section in the SOA.

GAO Recommendation and
Departmental Response

Quote each GAO recommendation and immediately follow with the Departmental response; continue this pattern for each recommendation. Describe what action has been completed, what additional action is planned, and the estimated date of completion. Also include any reasons for disagreement with the recommendations.

NOTE: If there is a disagreement between agencies as to the response to the recommendations, reconcile any differences, elevating if necessary. After reconciliation, prepare one Departmental response which reflects the agreement/disagreement with the GAO recommendation.

Preparation Date

Place on the last page of the SOA the date of preparation or the date the SOA was last revised during clearance.

Number of Copies

From the original, make 35 photocopies; copies must be clear, legible, and free from any handwritten corrections.

Agency Identification

On the last page of the salmon copy, type the preparing Agency/office, writer's name and telephone number, typist's initials, and date. This identification must not appear on the original or the photocopies.

Clearances

The appropriate Agency head(s); Under Secretary(ies), Assistant Secretary(ies), and/or Director(s); the Office of the General Counsel; and the Office of Budget and Program Analysis should sign and date the salmon copy of the SOA. The signature should appear over the stamped or typed name of the approving official.

Internal clearances below the Agency head level should not appear on the salmon copy; such clearances are at the option of each Agency.

AD-114 Preparation

Prepare a Secretary's Correspondence Jacket (Pink Jacket) and assign an Agency control number. Cite the GAO report number, date and title in the "Subject" area of the form. Address the Pink Jacket to the OIG, Room 447-E, Administration Building.

SOA Package and Routing

As a minimum, the package contains: (1) the original and 35 copies of the SOA; (2) an appropriately cleared salmon copy; and (3) a Secretary's Correspondence Jacket (AD-114). Hand carry the package to OIG, Room 447-E, Administration Building, for further processing.

Transmittal Letters

No memo is required to send the package to OIG. The OIG will prepare the necessary transmittal letters to the Congressional committees, Office of Management and Budget and GAO.

Agency Copies

After the transmittal letters have been signed by the Secretary, OIG will furnish the Agency GAO Liaison Officer with a copy of all correspondence.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT JUNE HILL, OIG, ON 720-6772 .

EXAMPLE OF ORIGINAL

STATEMENT OF ACTION ON
GAO FINAL REPORT RCED-89-62, DATED APRIL 15, 1989, ENTITLED
"FOOD, AGRICULTURE, AND NUTRITION ISSUES FOR PLANNING"

General Comments

Include any comments of a general nature, if applicable, which are not relevant to specific recommendations. If there are no general comments given, delete this section from the statement of action.

General Accounting Office (GAO) Recommendation

Quote the first GAO recommendation cited in the report.

Departmental Response (or comment)

Describe what action has been completed, what additional action is planned, and the estimated date of completion. If there is disagreement with the GAO recommendation, state the reason.

If more than one Agency is responding to the GAO recommendation, prepare one Departmental response to the recommendation which represents the Department's position. Describe what actions have been completed, what additional actions are planned overall, and the estimated dates of completion.

NOTE: If there is a disagreement between Agencies as to the response to the recommendations, reconcile any differences, elevating if necessary. After reconciliation prepare one Departmental response which reflects the agreement/disagreement with the GAO recommendation as noted above.

GAO Recommendation

Quote the next GAO recommendation cited in the report.

Departmental Response (or comment)

Consolidated Agency(ies) response.

CONTINUE THIS PATTERN FOR EACH GAO RECOMMENDATION, IMMEDIATELY FOLLOWED BY THE CONSOLIDATED RESPONSE(S)/COMMENT(S) AS NOTED ABOVE.

oOo

EXAMPLE OF SALMON

STATEMENT OF ACTION ON
GAO FINAL REPORT RCED-89-62, DATED APRIL 15, 1989, ENTITLED
"FOOD, AGRICULTURE, AND NUTRITION ISSUES FOR PLANNING"

General Comments

Include any comments of a general nature, if applicable, which are not relevant to specific recommendations. If there are no general comments given, delete this section from the statement of action.

General Accounting Office (GAO) Recommendation

Quote the first GAO recommendation cited in the report.

Departmental Response (or comment)

Describe what action has been completed, what additional action is planned, and the estimated date of completion. If there is disagreement with the GAO recommendation, state the reason.

If more than one Agency is responding to the GAO recommendation, prepare one Departmental response to the recommendation which represents the Department's position. Describe what actions have been completed, what additional actions are planned overall, and the estimated dates of completion.

GAO Recommendation

Quote the first GAO recommendation cited in the report.

Departmental Response (or comment)

Consolidated Agency(ies) response.

FNS/FSP:JBlow:756-3028:jch:5/15/89

ADMINISTRATOR, FNS

DATE: _____

ASSISTANT SECRETARY
FOOD AND CONSUMER SERVICES

DATE: _____

OFFICE OF THE GENERAL COUNSEL

DATE: _____

OFFICE OF BUDGET & PROGRAM ANALYSIS

DATE: _____

OFFICE OF INSPECTOR GENERAL

DATE: _____

(03-11-92) PN 183

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Exhibit H not automated see manual.

ABBREVIATIONS FOR STREET DESIGNATORS (STREET SUFFIXES)

Alley	ALY	Fort	FT	Plaza	PLZ
Annex	ANX	Freeway	FWY	Point	PT
Arcade	ARC	Gardens	GDNS	Port	PRT
Avenue	AVE	Gateway	GTWY	Prairie	PR
Bayou	BYU	Glen	GLN	Radial	RADL
Beach	BCH	Green	GRN	Ranch	RNCH
Bend	BND	Grove	GRV	Rapids	RPDS
Bluff	BLF	Harbor	HBR	Rest	RST
Bottom	BTM	Haven	HVN	Ridge	RDG
Boulevard	BLVD	Heights	HTS	River	RIV
Branch	BR	Highway	HWY	Road	RD
Bridge	BRG	Hill	HL	Row ROW	
Brook	BRK	Hills	HLS	Run RUN	
Burg	BG	Hollow	HOLW	Shoal	SHL
Bypass	BYP	Inlet	INLT	Shoals	SHLS
Camp	CP	Island	IS	Shore	SHR
Canyon	CYN	Islands	ISS	Shores	SHRS
Cape	CPE	Isle	ISLE	Spring	SPG
Causeway	CSWY	Junction	JCT	Springs	SPGS
Center	CTR	Key	KY	Spur	SPUR
Circle	CIR	Knolls	KNLS	Square	SQ
Cliffs	CLFS	Lake	LK	Station	STA
Club	CLB	Lakes	LKS	Stravenue	STRA
Corner	COR	Landing	LNDG	Stream	STRM
Corners	CORS	Lane	LN	Street	ST
Course	CRSE	Light	LGT	Summitt	SMT
Court	CT	Loaf	LF	Terrace	TER
Courts	CTS	Locks	LCKS	Trace	TRCE
Cove	CV	Lodge	LDG	Track	TRAK
Creek	CRK	Loop	LOOP	Trail	TRL
Crescent	CRES	Mall	MALL	Trailer	TRLR
Crossing	XING	Manor	MNR	Tunnel	TUNL
Dale	DL	Meadows	MDWS	Turnpike	TPKE
Dam	DM	Mill	ML	Union	UN
Divide	DV	Mills	MLS	Valley	VLY
Drive	DR	Mission	MSN	Viaduct	VIA
Estates	EST	Mount	MT	View	VW
Expressway	EXPY	Mountain	MTN	Village	VLG
Extension	EXT	Neck	NCK	Ville	VL
Fall	FALL	Orchard	ORCH	Vista	VIS
Falls	FLS	Oval	OVAL	Walk	WALK
Ferry	FRY	Park	PARK	Way WAY	
Field	FLD	Parkway	PKY	Wells	WLS
Fields	FLDS	Pass	PASS		
Flats	FLT	Path	PATH		
Ford	FRD	Pike	PIKE		
Forest	FRST	Pines	PNES		
Forge	FRG	Place	PL		
Fork	FRK	Plain	PLN		

Forks

FRKS

Plains

PLNS

ooo

(03-11-92) PN 183

Exhibit J not automated see manual

Exhibit K not automated see manual

